

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M274 <hr/> Page 1 of 1
Agency <p style="text-align: center;">City of Bowie</p>		Division/Unit <p style="text-align: center;">Public Works</p>
Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the Department.	Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer every 5 years to the Maryland State Archives.
2.	Permits: Construction, paving, storm drain, stormwater management; sediment control, etc.	Retain until permit is released, plus 3 years, then destroy.
3.	Engineering files Drawings, drafting records, plans and plats	Permanent. Transfer every 5 years to State Archives.
4.	Traffic and Transportation Records: Streets (maps and names) Permit Parking (applications, petitions, permits)	Permanent. Transfer every 5 years to State Archives. Retain for 2 years after expiration, then destroy.
5.	Vehicle Maintenance Records and Statistics	Retain for life of vehicle plus one year, then destroy.
6.	Inventories of vehicles, vehicle parts, equipment, tools	Retain for 2 years, then destroy.
Schedule Approved by Department, Agency, or Division Representative. Date February 23, 2010 Signature <u><i>R. James Henrikson</i></u> Typed Name <u>R. James Henrikson</u> Title <u>Director of Public Works</u>		Schedule Authorized by State Archivist Date <u>3/19/10</u> Signature <u><i>Edward C. Longman</i></u>